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Introduction

CNP Direct Certification is a provision of the National School Lunch Act that allows school districts to automatically qualify children for free meals. Under this provision, individual applications are not required for families receiving benefits under:

- Temporary Assistance to Needy Families (TANF)
- Food Stamp Program (FSP)
- Cash Assistance (CA)

Goals

CNP Direct Certification training manual teaches sponsors:

- The policy and procedures related to Direct Certification.
- Navigation through CNP Direct Certification.
- Three methods used to obtain Direct Certification eligibility information (Data Entry, Upload File Standard Format/SAIS ID search, State Match).

Summary of Contents

The following topics will be addressed:

- Overview of Direct Certification
- Direct Certification Policies and Procedures
- What you need to access CNP Direct Certification
- How to Logon to Direct Certification
- Certifying Children Using the Data Entry Method
- Certifying Children Using the Upload File Method
 - o Standard Format
 - o SAIS ID search
- Certifying Children Using the State Match Method
- Frequently Asked Questions
- Access and Security

Key Definitions

CA:

The Cash Assistance Program (CA) provides temporary cash assistance and supportive services to children, individuals, and their families. Individuals, who are ineligible for cash payments due to specific policies, may be eligible to receive Supportive Services. This may include childcare, participation in the Jobs Program, or participation in the Tribal Native Employment Works (NEW) Program.

DES:

The State Legislature established the Department of Economic Security (DES) in July 1972 by combining the Employment Security Commission, the State Department of Public Welfare, the Division of Vocational Rehabilitation, the State Office of Economic Opportunity, the Apprenticeship Council and the State Office of Manpower Planning. The State Department of Mental Retardation joined the Department in 1974. The purpose in creating the DES was to provide an integration of direct services to people in such a way as to reduce duplication of administrative efforts, services and expenditures.

FDPIR:

Food Distribution on Indian Reservations (FDPIR) provides commodity foods to low-income households living on Indian Reservations, and to American Indian households residing in approved areas near reservations or in Oklahoma. Many households participate in the FDPIR as an alternative to the Food Stamp Program, because they do not have easy access to food stamp offices or authorized food stores. The program is administered at the Federal level by the Food and Nutrition Service (FNS), an agency of the U.S. Department of Agriculture. Indian Tribal Organizations (ITOs) or an agency of a State government administers FDPIR.

FSP:

The Food Stamp (FS) Program provides eligible households with food stamp benefits to help supplement their nutritional diets. Food Stamp benefits are used like cash and may be used to purchase eligible food products and various other products as approved by the Program. The amount of benefits an individual may receive is based upon the U.S. Department of Agriculture (USDA) Thrifty Food Plan. This plan is an estimate of what it costs to provide nutritious, yet inexpensive meals.

SAIS:

The Student Accountability Information System (SAIS) is an administrative application that collects student detail information using the Internet. SAIS enables schools to electronically submit raw student and school data for data processing and reporting. SAIS provides essential information to educators, legislators and parents about the budgets, expenditures, and achievement levels of schools. All Local Education Agencies (LEAs) – school districts and charter holders – are required to submit student detail information to the SAIS database.

TANF:

Temporary Assistance for Needy Families (TANF) provides assistance and work opportunities to needy families by granting states the federal funds and wide flexibility to develop and implement their own welfare programs.

TANF benefits or services include the following:

Cash Assistance (CA), which may include, but is not limited to the following: CA Grant Diversion, Kinship Care, Kinship Foster Care, Legal Permanent Guardian, Tribal TANF programs, Child Care services identified by CCA and Jobs Administration services.

Direct Certification:

The process of determining eligibility for Child Nutrition Programs based on information provided by the agency responsible for the administration of the Food Stamp Program. The Food Stamp Program information is provided to all LEAs through Arizona Department of Education's CNP Direct Certification system, which is accessible via Common Logon.

Overview of Direct Certification

Direct Certification Process

At the start of the school year, school districts cross-reference their student files with the files of FSP, CA, or TANF. The schools then certify students of families receiving one of these benefits for free meals or milk. The school district sends a notice informing each household that their child(ren) have been directly certified and that they do not need to complete an application to receive free meals/milk.

Location of Direct Certification Information

The Arizona Department of Education hosts a secure website that enables school districts and other approved entities to query the DES eligibility database over the Internet. This website provides **THREE** options to obtain the information.

1) DATA ENTRY

A good option when you need to check the eligibility of a few students. You will need to enter the child's first name, last name, date of birth, social security number, and/or mother's first name.

2) UPLOAD FILE

You can send, or **upload**, a file from your computer's hard drive to determine the eligibility of a large number of students. You have the choice of utilizing the Standard Format or SAIS ID search. The Direct Certification system then creates a file that can be copied into a spreadsheet program, such as Microsoft® Excel.

- When using the Upload File Standard Format, the child's first name, last name, date of birth, and mother's first name are required.
- SAIS ID search allows you to upload a file that contains only SAIS IDs. This eliminates the need to extract and format a data file with students' names and personal information. When uploading SAID IDs, a copy of the students' information is gathered from the SAIS database and used to obtain match results from the DES database. This means when uploading SAIS IDs the system does not check for SAIS enrollment within your district, therefore you can conduct a match anytime throughout the school year.

3) STATE MATCH

State Match is linked to both the DES and SAIS database. The State Match option takes your enrollment from the SAIS database and matches it to records in the DES eligibility database. This option also creates a text file that you can copy into Excel.

- All school districts and charter holders are required to submit enrollment information to SAIS at the beginning of each school year. *If your district has not submitted their current year enrollment information, State Match will not yield any results.* Please contact your district's SAIS Technology Coordinator to determine whether or not enrollment information has been submitted for the current school year.
- Headstart and Pre-K programs that are participating in the School Lunch, Special Milk and/or School Breakfast Program(s) may not be included with the State Match results. Districts will need to directly certify eligible students via Data Entry, and/or Upload File Standard Format.
- BIA schools are not required to submit enrollment information to SAIS. BIA schools will need to directly certify eligible students via the Data Entry, and/or Upload File Standard Format.

Certifying Categorical Applications

Certifying Children Receiving Food Stamp/Cash Assistance/TANF

Families who submit case number applications can be eligible for free meal benefits if the application is complete. The Child's Name, 8 digit or less case number, and household member signature must be present on the application. During the verification process, Food Stamp, Cash Assistance, TANF case number applications may be selected for verification. Case number applications selected can be verified through the Case Number Search without contacting the family, also known as Direct Verification. Please refer to CNP Verification Manual for detailed information.

Certifying Children Receiving FDPIR Benefits

In Arizona, Indian Tribal Organizations (ITO) administers the Food Distribution Program on Indian Reservations (FDPIR). Children of households receiving FDPIR benefits are **not** included in the DES database, and therefore will not be included in Direct Certification match results. There are seven ITOs in Arizona, each serving one or two of Arizona's nine Indian tribes. Upon approval of a household's eligibility to participate in FDPIR, the appropriate ITO provides that household with a letter stating they have been approved. Households must reapply for FDPIR benefits every twelve months. **To be eligible for free meals, families must complete an income application indicating their FDPIR case number.** FDPIR case number applications are included in the verification process, and therefore do not need to be verified at the time they are received.

The Importance of Direct Certification

Good nutrition is critical to a child's ability to concentrate and learn at school. The National School Lunch Program and School Breakfast Program play an important role in providing nutritious meals to low income children free of charge. There are, however, many reasons why parents do not complete applications for free meals. Despite all the benefits of the program, it fails to completely reach the intended audience. Children receiving FSP, CA, or TANF benefits are automatically eligible to receive free meals. Direct Certification eliminates the need for parents to complete the income application.

Necessary Information to Get Started

- Names of children receiving FSP, CA, or TANF.
- Depending on the method used the following may be required:
 - Child's first name, last name, date of birth, social security number, and mother's first name
 - SAIS ID number

Benefits of Implementing Direct Certification

◆ To the School

- Increase in number of children eligible for free meals.
- Increase in participation in the school lunch and breakfast programs.
- Increase in federal dollars that come to the schools for meal reimbursement.
- Reduction in paperwork associated with certifying children for free meals.
- Improved chance of attracting Title 1 funds and other federal dollars tied to the percent of free and reduced-price eligible children enrolled in school.
- Improved chance of being able to implement Provision 2 of the National School Lunch Act. Interested schools need a high percentage of free and reduced-price eligible children enrolled to successfully implement Provision 2.

◆ To the Student

- Automatic eligibility for free meals.
- Improved readiness to learn through better nutrition.
- Reduced need to complete school forms.
- Eliminates the possibility of losing forms.

Direct Certification System Policies and Procedures

Use of the Direct Certification System

It is mandatory that all Local Education Agencies (LEA) conduct a district-wide match for eligible children at least once within the first 30 operating days of the current school year. Matching may not be conducted prior to July 1st of the current school year, and may not be conducted more than 30 calendar days prior to the first day of school. Match results that certify children for free meals must be placed into effect within **three** operating days of receiving the match results. Households of children matched for free meals must be notified of their free meal benefits within **ten** operating days of certifying the child for free meals.

LEAs are required to sort initial match results by site (State Match), last name and first name and/or SAIS IDs. For instructions on sorting initial match results refer to page 33. **The date the match was performed must be documented for each match conducted.** Multiple matches may be conducted using the DES Decision Date as a sorting tool to exclude 'old' information. For instructions on sorting and comparing multiple matches refer to pages 34-35.

Obtaining and Using Match Results to Certify Eligible Children

DES conducts a thorough verification of household income/size, therefore Direct Certification is the most accurate means of certifying students' for free meals. For that reason, Direct Certification match results override income application results. If a current income application contradicts the direct match results, the direct match results should be taken at face value to certify the child for free meals. The certifying official must document on the income application that the child was directly certified and keep the application on file along with the direct certification match results.

Data Entry

LEAs who have access to students' personal information including first name, last name, date-of-birth, mother's first name and/or the student's social security number, which may be obtained from an income application, can utilize the Data Entry method. Match results for Data Entry will report **Match**, **No Match**, **Pending**, **Error in Entry** and/or **Not Enough Information**.

- Results that report **Match** indicate the student information was located in the DES database and the child is therefore eligible for free meal benefits. A Notification of Free Meal Benefits letter must be mailed within ten working days of determination.
- Results that report **No Match** indicate the student information was not located in the DES database and therefore the student is not eligible for free meals through Direct Certification. Certification may then be determined by income/household size if an income application was completed. If a child is determined to be ineligible based on income/household size, the LEA must notify the household of denial of free meal benefits within **ten** working days of determining the eligibility of that child.
- Results that report **Pending** are still in process, therefore, the student is **not** eligible to receive free meals through Direct Certification until a **Match** result is reported. LEA's may attempt to certify households using income/household size information obtained

from an income application in the event that Direct Certification match results indicate **Pending**. If income/household size determines the child to be ineligible, the LEA must notify the household of denial of free meal benefits within **ten** working days of determining the eligibility of a child.

- Results that report **Error in Entry** indicate that the information was entered incorrectly. Make sure you entered the date of birth in the correct format (mm/dd/yyyy).
- Results that report **Not Enough Information** indicate that more than one record exists given the data submitted. Make sure all five fields are entered.

Upload File – Standard Format

LEAs wishing to determine eligibility of large numbers of students may utilize the Upload File option. Upload File using Standard Format will generate a numeric match result from 0 to 4 for each student listed (details on page 26).

- A student that is not located or not eligible will report a result of **0**, which indicates that the student is not eligible for free meals through Direct Certification. The LEA then has the option of utilizing income applications.
- A student that was located and is eligible will report a result of **1**, which indicates that the student is eligible for free meals through Direct Certification. A Notification of Free Meal Benefits letter must be mailed within ten operating days.
- A student whose information was entered incorrectly will report a result of **2**, which indicates that the student information should be corrected and either a new upload should be conducted, or Data Entry should be utilized.
- When information is entered that matches more than one record a result of **3** will be reported, which indicates that more detailed information must be obtained. Utilize Data Entry to confirm student's eligibility once detailed information is gathered.
- A student who is pending in the DES database will report a result of **4**, which indicates that the DES application is still in process, therefore, the student is **not** eligible to receive free meals through Direct Certification. The LEA then has the option of utilizing income applications.

Upload File – SAIS ID

LEAs wishing to determine eligibility of large numbers of students may utilize the Upload File option. Upload File using SAIS IDs will generate a numeric match result from 0 to 4 for each student listed (details on page 30).

- A student that is not located or not eligible will report a result of **0**, which indicates that the student is not eligible for free meals through Direct Certification. The LEA then has the option of utilizing income applications.
- A student that was located and is eligible will report a result of **1**, which indicates that the student is eligible for free meals through Direct Certification. A Notification of Free Meal Benefits letter must be mailed within ten operating days.

- A student whose information was entered incorrectly will report a result of **2**, which indicates that the student information should be corrected and either a new upload should be conducted, or Data Entry should be utilized.
- When information is entered that matches more than one record a result of **3** will be reported, which indicates that more detailed information must be obtained. Utilize Data Entry to confirm student's eligibility once detailed information is gathered.
- A student who is pending in the DES database will report a result of **4**, which indicates that the DES application is still in process, therefore, the student is **not** eligible to receive free meals through Direct Certification. The LEA then has the option of utilizing income applications.

State Match

LEAs wishing to determine eligibility of the entire district may utilize the State Match option. State Match will generate a numeric match result of 1 or 4 for each student listed (details on page 32).

- A student that was located and is eligible will report a result of **1**, which indicates that the student is eligible for free meals through Direct Certification. Notification of Free Meal Benefits letter must be mailed within ten working days of determination.
- A student who is pending in the DES database will report a result of **4**, which indicates that the DES application is still in process, therefore, the student is **not** eligible to receive free meals through Direct Certification. The LEA then has the option of utilizing income applications.

Obtaining Additional Match Results

Upload File and State Match results will report a DES Decision Date for each student. The DES Decision Date is the date DES determines the student is eligible for DES benefits. Direct Certification match results will include the DES Decision Date as a tool to assist LEAs in performing multiple uploads or State Matches throughout the school year. The DES Decision Date will provide a means to filter or sort match results to exclude 'old' information from previous uploads. **The LEA approval date is the day the LEA runs a Direct Certification match and receives confirmation of eligibility. The DES Decision Date may not be used as the first day of eligibility unless it falls on the same day as the LEA approval date.** If a school decides to re-match to obtain the most current version of match results, their Benefit Issuance Document (BID) must be edited accordingly.

If the household notifies the LEA that they are no longer eligible for TANF, FSP, or CA benefits the LEA may:

- Default to an existing income application for the current school year, if one is on file, to determine meal benefits, or
- Obtain an income application for the household and certify the child as appropriate.
- If a current application is not on file, or cannot be obtained, the child must be transferred into the paid category and a notice of adverse action accompanied by an income application must be sent to the family.

Benefit Changes

The Direct Certification System certifies households without their request or permission. **If a household refuses the meal benefits, the LEA must discontinue the benefits immediately and document the refusal. A Notification of Adverse Action must be mailed to the family.**

When certification determines an increase in benefits, the change is effective immediately and **MUST** be implemented within **three** operating days. Parents should be notified in accordance with LEAs standard procedures for notifying households of approval for benefits.

Timing and the Direct Certification System

DES updates their system **nightly**. This means that schools have access to the most current eligibility information DES has available. If a student does not match on the initial match, try matching the student the following day. If the student still does not match, it can be assumed the child is not eligible for free meals through Direct Certification and should be placed in the paid category. The family has the option of completing an income application.

Verification

Verification of eligibility **is not required** for children who have been certified using the Direct Certification match system, which includes Data Entry, Upload File and State Match, as these children are automatically verified when a Direct Certification match is performed.

Documentation and Record Keeping

Each Local Education Agency shall print a report that identifies those children directly certified via State Match. Similarly, a report must also be printed to indicate those children that are directly certified via File Upload (Standard Format/SAIS ID Search), and Data Entry. **Direct Certification match results and/or income applications for those students who have been directly certified shall be kept in a separate file from all other income applications.** Documentation of direct certification must be kept on file for three years following the last claim filed.

Security and Tracking

All access into the system is tracked by usernames and passwords to ensure proper use of the direct certification data. LEAs are only permitted to obtain direct certification data for their school district.

Access to CNP Web

What You Need to Access the System

The following computer requirements are necessary to successfully process the direct certification information. An Internet browser is required.

	Minimum Configuration	Recommended Configuration
Operating System	Windows 95	Windows 98 or newer
Processor	Pentium 133 MHz	Pentium 600 MHz or faster
RAM	64 MB	256 MB or more
Modem (Internal or External)	56 Kb	Network Connection
Internet Browser	Internet Explorer 5.0	Internet Explorer 6.0*

*Free downloads of Internet Explorer can be found at www.microsoft.com

Note: The system has not been tested on Netscape Navigator (4.0 or higher). Using this browser can result in variations to the forms and buttons; use of Netscape Navigator is not recommended.

Internet Access

In addition to the computer requirements, the following setup is necessary.

- An Internet Service Provider
- A network connection or dial-up line and modem
- Cookies must be enabled (this is necessary for the security of the system).

Access and Security

The ADE Common Logon application provides access and the necessary security of data in CNP Web and CNP Direct Certification. The information below provides guidance on how to have a new user account setup and the security guidelines of using ADE Common Logon.

CNP Direct Certification Access

If you already have a CNP User Account and need access to CNP Direct Certification, contact School Health and Nutrition Services at 602-542-8700.

Requesting a New User Account

Follow these steps to establish accounts for new CNP Web/CNP Direct Certification users.

1. Determine who your Entity Administrator is.

The Entity Administrator is the only person that can request a new user account.

If you are a public or charter school, your Entity Administrator has been assigned by ADE. This person is normally a Business Manager or Superintendent or a person designated by one of the previously mentioned individuals.

If you are **not** a public or charter school, contact the Child Nutrition Programs office to have the Entity Administrator account established. The person assigned as Entity Administrator will be the Designated Official from the approved Food Service Agreement.

2. Submit a request to your Entity Administrator to have a new account established.

Using the Request Logins application, the Entity Administrator requests a user account for you with access to the Child Nutrition Programs Web (CNP Web and CNP Direct Certification).

ADE approves the new user account.

3. You are ready to begin using CNP Web and/or CNP Direct Certification.

The first time you connect to the system, you will be prompted to read and agree to the security policy and change your password.

The system is case sensitive, so there is a difference between “ade1234” and “ADE1234”.

The Security Agreement

Anyone using CNP Web and/or CNP Direct Certification must agree to the Agency’s Acceptable Use Policy. Appendix A of this document contains the entire text of the policy. The policy can also be viewed online through the ADE Common Logon.

Listed below are general guidelines for using ADE applications.

- ADE Internet administrative application systems are the property of the Arizona Department of Education.
- Users are required to take all necessary steps to prevent unauthorized access, or disclosure of non-public information.
- Users are responsible for the security of their passwords and accounts.
- User Names and Passwords are not to be used by anyone other than the person assigned.
- Passwords should be changed quarterly and must be at least eight alphanumeric characters.
- All default passwords must be changed during first logon.
- Any guest or anonymous accounts are prohibited.
- Users should log-off from their accounts when their workstation will be unattended.

Deciding Who Needs Access

It is recommended that only those individuals who determine the eligibility status of the students should have access to the CNP Direct Certification system.

Changing Personnel

Anytime there is a change in personnel, the sponsoring organization is responsible for notifying ADE of user accounts that are no longer being used. It is not an acceptable practice to have a new person use the account of a former employee. Use the following procedure to close accounts.

- Contact the Entity Administrator
- The Entity Administrator must contact the ADE Support Center via email.
- ADE Support Center disables the user account.

How to Logon to Direct Certification

All authorized users of CNP Web can logon using their user name and password created in the ADE Common Logon.

To logon to the CNP Direct Certification site complete the following steps:

1. Open the Internet browser.
2. In the Internet browser address field type the following:
www.ade.az.gov/commonlogon

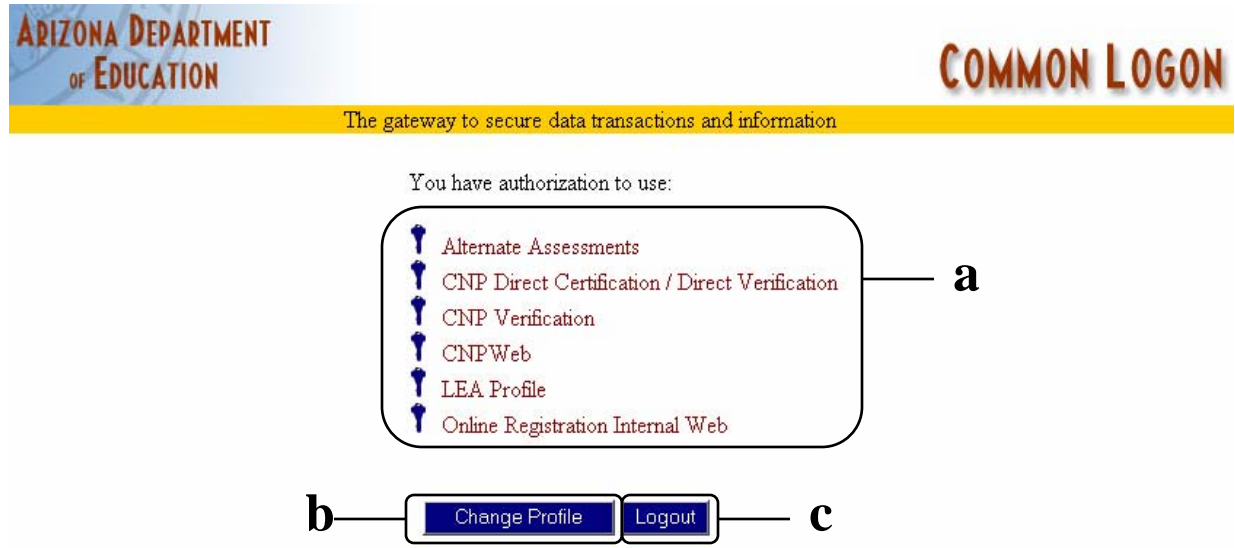
The ADE Common Logon page will appear.



- We have changed our practices regarding passwords and user accounts. [Click here](#) for Current Password Process.
- If you have lost your password [Click here](#).
- To launch an application the user must have a valid username and password and must agree that, by using that username and password, they will abide by the [ADE Acceptable Use Policy](#).
- Any questions related to Common Logon account, please contact the ADE Support Center at (602) 542-7378 if you are in the Phoenix area. Outside the Phoenix area (866) 577-9636 or E-mail enterprise@ade.az.gov. Or [Click here](#) for more information.
- Check the [MIS Bulletin Board](#) for the latest news and information.

3. Type your user name and password.
4. Click the Continue button.

5. The Common Logon Direct Certification Access Menu appears.



- a. A customized list of all of the ADE applications that you are authorized to access. Click on an application to begin.
- b. The Change Password (Profile) button allows you to change your password at any time.
- c. The Logout button returns you to the ADE Common Logon page.

6. The Direct Certification web page appears.

Child Nutrition Programs Direct Certification System

There are four methods for searching the state database to determine student(s) eligibility for free and reduced meal services.

1. Click **Data Entry** to check eligibility for a few students.
2. Click **Upload File** to submit a file that you have created. It can include **SAIS ID's**, or student names, birth dates, etc. You can then download the results to your local hard drive. Use this method to search for a large number of students at one time.
3. Click **State Match** to match your enrollment records from SAIS with records from DES eligibility database.
4. Click **Case Search** to find out if a case number is active in the DES system.

[Click here for the latest information on Direct Certification](#)

Direct Certification

Direct Verification

[Data Entry](#) [Upload File \(Standard/SAIS ID's\)](#) [State Match](#) [Case Search](#)

[Help](#) [Log Off](#)

Data Entry

Use this method to check the eligibility of a few students. If more than one student has the same first and last name and birthdate, another box displays where you can enter the student's mother's first name. When finished, click **Send to ADE**. A list of students and their eligibility displays.

Enter the date of birth in mm/dd/yyyy.

If you need more spaces than those provided below, click the down arrow to add more boxes. 5 ▾

	First Name	Last Name	Date of Birth	Mother First Name	Child SSN
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

This is the home page for the Direct Certification System.

Direct Certification Options

Option #1: Data Entry

Key-in students' personal information and receive eligibility results on a web page. Step by step guidance on the Data Entry method begins on page 20.

The Data Entry method is recommended for:

1. LEAs who need to check the eligibility of a few students i.e. RCCIs, Charter Schools, Small Private Schools).
2. For LEAs utilizing Upload File who receive match results of 2 and/or 3.
3. For LEAs who have access to students' personal information.

Option #2: Upload File

Standard Format

Upload a pre-formatted file with many students' personal information and receive the results in a similarly formatted file that is downloaded to your computer. Step by step guidance on the Upload File – Standard Format begins on page 22.

The Upload File – Standard Format method is ideal for:

1. Determining the eligibility of a large number of students.
2. Schools that are not on the SAIS System (i.e. BIA schools).
3. LEAs conducting multiple matches for changes/updates in eligibility.

SAIS ID Search

Upload a file with students' SAIS ID numbers and receive the results in a similarly formatted file that is downloaded to your computer. Step by step guidance on the Upload File – SAIS ID search is located on page 27.

The Upload File – SAIS ID search is recommended for:

1. LEAs who have access to a list of all students' SAIS ID numbers.
2. Determining the eligibility prior to submitting SAIS enrollment information.
3. LEAs conducting multiple matches for changes/updates in eligibility.

Option #3: State Match

Simply download a list of those students who are eligible based on the students' personal data in the State's Student Accountability Information System (SAIS). The eligibility information is district level and may be sorted by site. You must keep the students' personal data up-to-date and **current SAIS enrollment information must be submitted** for this method to work properly. Step by step guidance on the State Match method begins on page 31.

The State Match Method is ideal for:

1. LEAs who use the State's Student Accountability Information System (SAIS).
2. Schools who want to check the eligibility of all students enrolled in their district.
3. LEAs conducting multiple matches for changes/updates in eligibility.

Option # 1 – Using the Data Entry Method

[Direct Certification](#) | [Direct Verification](#)

[Data Entry](#) | [Upload File \(Standard/SAIS ID's\)](#) | [State Match](#) | [Case Search](#) | [Help](#) | [Log Off](#)

Data Entry

Use this method to check the eligibility of a few students. If more than one student has the same first and last name and birthdate, another box displays where you can enter the student's mother's first name. When finished, click **Send to ADE**. A list of students and their eligibility displays.

Enter the date of birth in mm/dd/yyyy.

If you need more spaces than those provided below, click the down arrow to add more boxes.

	First Name	Last Name	Date of Birth	Mother First Name	Child SSN
1.	Terry	Johnson	4/26/1994	Mary	123321123
2.	Eric	Smith	5/16/1999	Linda	123633433
3.	Angel	Garcia	3/16/1993	Ida	633132123
4.	Henry	Hartman	11/6/1992	Lisa	123633433
5.	Lauren	Washington	4/21/2000	Cynthia	123633433

[Send to ADE](#)

- Click the arrow to indicate the number of students you would like to check. You can check up to 30 students.
- Enter the first and last name of the student.
***Note: Name and spelling needs to be 100% match to the application the family submitted to DES.
- Type the date of birth in the format (mm/dd/yyyy).
- Enter the Mother's first name. If the Mother's name is not available, try the Father's name or guardian's name.
- Enter the child's Social Security number (dashes are not necessary).
- When all five areas are filled out correctly, click on the "Send to ADE" button.
*** Note: The student's first name, last name, date of birth, and either the Mother's first name **or** the student's Social Security Number is required.

Option #1 Continued

Direct Certification

Direct Verification

[Data Entry](#) [Upload File \(Standard/SAIS ID's\)](#) [State Match](#) [Case Search](#) [Help](#) [Log Off](#)

Matching Result

There are four possible results:

- No Match** - indicates the student was either not located or not eligible.
- Match** - indicates the student was located and is eligible.
- Error in Entry** - indicates that the information was entered incorrectly. Make sure you entered the birthdate in the correct format.
- Not Enough Info** - indicates that more than one record exists given the data submitted.
- Pending** - indicates that the child exists in the DES case management system, but their case has not yet been approved.

First Name	Last Name	Date of Birth	Matching Result
1. Terry	Johnson	4/26/1994	Match
2. Eric	Smith	5/16/1999	Match
3. Angel	Garcia	3/16/1993	No Match
4. Henry	Hartman	11/6/1992	Match
5. Lauren	Washington	4/21/2000	Match

Back

Print

a

b

c

a. The matching results will appear.

- **No Match** indicates the student was either not located or not eligible.
- **Match** indicates the student was located and is eligible.
- **Error in Entry** indicates that the information was entered incorrectly. Make sure you entered the birthdates in the correct format.
- **Not Enough Information** indicates that more than one record exists given the data submitted.
- **Pending** results are still in process, therefore, the student is **not** eligible to receive free meals through Direct Certification until a **Match** result is reported.

b. Use the Back button to go back to the previous page and if you need to revise the information. Click the “Send to ADE” button to re-submit the revised information.

c. Click the print button to print a copy of the matching results.

Option # 2 – Using the Upload File Method

STANDARD FORMAT

The screenshot shows the 'Direct Certification' section of a web application. At the top, there are tabs for 'Direct Certification' (selected), 'Direct Verification', 'Data Entry', 'Upload File (Standard/SAIS ID's)', 'State Match', and 'Case Search'. To the right are links for 'Help' and 'Log Off'. Below the tabs is the heading 'Upload a File for Direct Certification Matching'. A paragraph explains the process: 'When you want to determine the eligibility of a large number of students, you can upload, or send, a file from your system. Click **Browse** to locate the file you want, then click **Upload File** to perform the match. You will be prompted to save the results in a file on your system.' Below this is a text input field labeled 'b' and a 'Browse...' button. A red note states: 'Note: By selecting 'SAIS ID's Only' you can now upload a file with one SAIS ID per line. Results will be the same format as the standard file.' Below the note are two radio button options: 'Standard Format' (selected) and 'SAIS ID's Only' (with a descriptive note in parentheses). A link is provided for downloading a sample CSV file. Below the options is an 'Upload File' button. An arrow labeled 'c' points to the link. At the bottom, there is a paragraph about generation time and a list of four possible results with their meanings.

Direct Certification | **Direct Verification**

Data Entry | **Upload File (Standard/SAIS ID's)** | State Match | Case Search

[Help](#) | [Log Off](#)

Upload a File for Direct Certification Matching

When you want to determine the eligibility of a large number of students, you can upload, or send, a file from your system. Click **Browse** to locate the file you want, then click **Upload File** to perform the match. You will be prompted to save the results in a file on your system.

b

Note: By selecting 'SAIS ID's Only' you can now upload a file with one SAIS ID per line. Results will be the same format as the standard file.

☒ **Standard Format** ([Click here to download a sample CSV, or 'comma-separated value' file. Open it in Notepad or Excel](#))

☐ **SAIS ID's Only** (Create a file that has one SAIS ID per line, no blank lines, no letters, no punctuation.)

Depending on the number of records in your upload file, it could take up to a minute to generate the results file.

There are four possible results:

- 0** - indicates the student was either not located or not eligible.
- 1** - indicates the student was located and is eligible.
- 2** - indicates that the information was entered incorrectly. Make sure you entered the birthdate in the correct format.
- 3** - indicates that more than one record exists given the data submitted.
- 4** - indicates that the child exists in the DES case management system, but their case has not yet been approved.

- a. Click on the Upload File tab.
- b. Select Standard Format
- c. Create CSV or 'comma separated value' file (for example click on link)

You must create a student information file to upload or send from your system in CSV format.

A CSV file has six fields separated by commas.

1,Joe,Smith,1/1/1987,Sue,111223333

Option # 2 – Standard Format Continued

Creating CSV file in Microsoft Excel

- Enter all student data into seven separate columns in Excel similar to the example below.

1	Justin	Johnson	04/29/83	Carol	123456789	Elementary
2	Peter	Cooper	09/23/88	Diane	234567891	Middle School
3	Jesse	Smith	06/06/88	Tricia	345678912	High School
4	Veronica	Smith	11/26/89	Tricia	456789123	Elementary
5	Melissa	Juarez	04/19/96	Maria	567891234	Middle School

***Note: A numeric identifier, student's first name, last name and birth date are required.**

- Go to Save As, then change the file type to .csv (comma delimited)
- Click Save

Creating CSV file in Notepad

- Enter all student data similar to the example below.

1, Justin, Johnson, 04/29/83, Carol, 123456789, Elementary
2, Peter, Cooper, 09/23/88, Diane, 234567891, Middle School
3, Jesse, Smith, 06/06/88, Tricia, 345678912, High School
4, Veronica, Smith, 11/26/89, Tricia, 456789123, Elementary
5, Melissa, Juarez, 04.19.96, Maria, 567891234, Middle School

***Note: incorrect date format**

6, Sabrina, Garcia, 05/22/92, Julia, 678912345, Elementary

***Note: A numeric identifier, student's first name, last name and birth date are required.**

- Go to Save As, and leave the file type as .txt (text document)
- Click Save

Option # 2 – Standard Format Continued

Creating CSV file in Microsoft Word

- Enter all student data similar to the example below.

1, Justin, Johnson, 04/29/83, Carol, 123456789, Elementary
2, Peter, Cooper, 09/23/88, Diane, 234567891, Middle School
3, Jesse, Smith, 06/06/88, Tricia, 345678912, High School
4, Veronica, Smith, 11/26/89, Tricia, 456789123, Elementary
5, Melissa, Juarez, 04.19.96, Maria, 567891234, Middle School

***Note: incorrect date format**

6, Sabrina, Garcia, 05/22/92, Julia, 678912345, Elementary

***Note: A numeric identifier, student's first name, last name and birth date are required.**

- Go to Save As, and change the file type to .txt (text document)
- Click Save

Copying Microsoft Word documents into Microsoft Excel

- Go to Save As, then change the file type to text only
- Open an Excel spreadsheet and file-open the text file you saved
- It will ask you how the file should look inside excel. Leave the button on "Delimited," click next, on delimiters uncheck tab and check comma.
- Click finish and return to Upload File screen.

Using the School Name Column

- A student's school name may be entered to aid in data sorting.
- The school name must always be entered in **Column G** when creating a CSV file in Excel.
- The school name must always be in the 7th position when creating a CSV file in Notepad or Word.

Example of all 7 fields when creating CSV in Notepad or Word:

1, Justin, Johnson, 04/29/83, Carol, 123456789, Elementary

Example of information entered without Social Security:

1, Justin, Johnson, 04/29/83, Carol,, Elementary

****Note that 2 commas are necessary to denote the 6th field.

Option # 2 – Standard Format Continued

Direct Certification

Direct Verification

Data Entry

Upload File (Standard/SAIS ID's)

State Match

Help

Log Off

Upload a File for Direct Certification Matching

When you want to determine the eligibility of a large number of students, you can upload, or send, a file from your system. Click **Browse** to locate the file you want, then click **Upload File** to perform the match. You will be prompted to save the results in a file on your system.

Note: By selecting 'SAIS ID's Only' you can now upload a file with one SAIS ID per line. Results will be the same format as the standard file.

☒ Standard Format ([Click here to download a sample CSV, or 'comma-separated value' file. Open it in Notepad or Excel\)](#))

☐ SAIS ID's Only (Create a file that has one SAIS ID per line, no blank lines, no letters, no punctuation.)

Depending on the number of records in your upload file, it could take up to a minute to generate the results file.

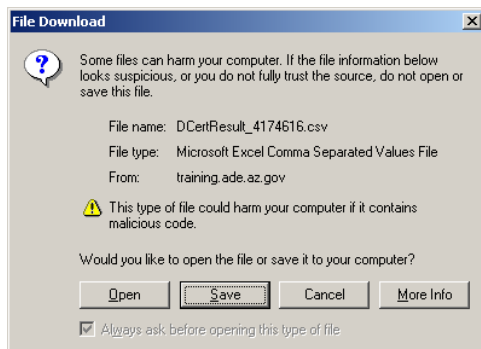
There are four possible results:

- 0 - indicates the student was either not located or not eligible.
- 1 - indicates the student was located and is eligible.
- 2 - indicates that the information was entered incorrectly. Make sure you entered the birthdate in the correct format.
- 3 - indicates that more than one record exists given the data submitted.
- 4 - indicates that the child exists in the DES case management system, but their case has not yet been approved.

d. Click Browse to locate the file you want.

e. Click the Upload File button to perform the match.

This screen will appear and you can either open the file or save it.



Option # 2 – Standard Format Continued

MATCHING RESULTS

The matching results will appear:

- 0** - indicates the student was either not located or not eligible
- 1** - indicates the student was located and is eligible
- 2** - indicates that the information was entered incorrectly (birth date format)
- 3** - indicates that more than one record exists given the data submitted
- 4** - indicates the results are still in process, therefore, the student is **not** eligible to receive free meals through Direct Certification

RecNo	First Name	Last Name	DOB	Mother First Name	Matching Result	DES Decision Date	Site Name
1	Justin	Johnson	4/29/1983	Carol	1	4/30/2004	Elementary
2	Peter	Cooper	9/23/1988	Diane	0	N/A	Middle School
3	Jesse	Smith	6/6/1988	Tricia	1	4/10/2004	High School
4	Veronica	Smith	11/26/1989	Tricia	3	N/A	Elementary
5	Melissa	Juarez	Invalid Date	Maria	2	N/A	Middle School
6	Sabrina	Garcia	5/22/1992	Julia	4	N/A	Elementary

Option # 2 – Using the Upload File Method

SAIS ID SEARCH

The screenshot shows the 'Direct Certification' tab selected. Under this tab, the 'Upload File (Standard/SAIS ID's)' option is highlighted with a box and labeled 'a'. Below this, the 'Upload a File for Direct Certification Matching' section contains instructions and a 'Browse...' button. A red note states: 'Note: By selecting 'SAIS IDs Only' you can now upload a file with one SAIS ID per line. Results will be the same format as the standard file.' Below the note, the 'SAIS ID's Only' radio button is selected and highlighted with a box and labeled 'b'. A link for downloading a sample CSV file is provided. An 'Upload File' button is labeled 'c'. Below the button, there is a list of four possible results: 0 - indicates the student was either not located or not eligible. 1 - indicates the student was located and is eligible. 2 - indicates that the information was entered incorrectly. Make sure you entered the birthdate in the correct format. 3 - indicates that more than one record exists given the data submitted. 4 - indicates that the child exists in the DES case management system, but their case has not yet been approved.

Direct Certification | **Direct Verification**

Data Entry | **Upload File (Standard/SAIS ID's)** | State Match | Case Search | [Help](#) | [Log Off](#)

Upload a File for Direct Certification Matching

When you want to determine the eligibility of a large number of students, you can upload, or send, a file from your system. Click **Browse** to locate the file you want, then click **Upload File** to perform the match. You will be prompted to save the results in a file on your system.

Note: By selecting 'SAIS IDs Only' you can now upload a file with one SAIS ID per line. Results will be the same format as the standard file.

☐ Standard Format [\(Click here to download a sample CSV, or 'comma-separated value' file. Open it in Notepad or Excel\)](#)

☒ **SAIS ID's Only** (Create a file that has one SAIS ID per line, no blank lines, no letters, no punctuation.)

Depending on the number of records in your upload file, it could take up to a minute to generate the results file.

There are four possible results:

- 0 - indicates the student was either not located or not eligible.
- 1 - indicates the student was located and is eligible.
- 2 - indicates that the information was entered incorrectly. Make sure you entered the birthdate in the correct format.
- 3 - indicates that more than one record exists given the data submitted.
- 4 - indicates that the child exists in the DES case management system, but their case has not yet been approved.

- a. Click on the Upload File tab.
- b. Select SAIS ID's Only
- c. Create a file that has one SAIS ID per line, no blank lines, no letters, no punctuation.

You must create a student information file to upload or send from your system that has SAIS ID's listed similar to the format below.

```
10101010
2020202
3030303
40404040
5050505
6060606
```

Option # 2 – SAIS ID Search Continued

Creating SAIS ID upload file in Microsoft Excel

- Enter all student data into one column in Excel similar to the example below.

10101010				
2020202				
3030303				
40404040				
5050505				
6060606				
11111111				
2121212				
3131313				
41414141				

- Go to Save As, then change the file type to .csv (comma delimited)
- Click Save

Option # 2 – SAIS ID Search Continued

Creating CSV file in Microsoft Word

- Enter all student data similar to the example below.

10101010
2020202
3030303
40404040
5050505
6060606

- Go to Save As, and change the file type to .txt (text document)
- Click Save

Option # 2 – SAIS ID Search Continued

Direct Certification

Direct Verification

Data Entry

Upload File (Standard/SAIS ID's)

State Match

Case Search

[Help](#) [Log Off](#)

Upload a File for Direct Certification Matching

When you want to determine the eligibility of a large number of students, you can upload, or send, a file from your system. Click **Browse** to locate the file you want, then click **Upload File** to perform the match. You will be prompted to save the results in a file on your system.

Note: By selecting 'SAIS ID's Only' you can now upload a file with one SAIS ID per line. Results will be the same format as the standard file.

☐ Standard Format ([Click here to download a sample CSV, or 'comma-separated value' file. Open it in Notepad or Excel\)](#)

☒ SAIS ID's Only (Create a file that has one SAIS ID per line, no blank lines, no letters, no punctuation.)

Depending on the number of records in your upload file, it could take up to a minute to generate the results file.

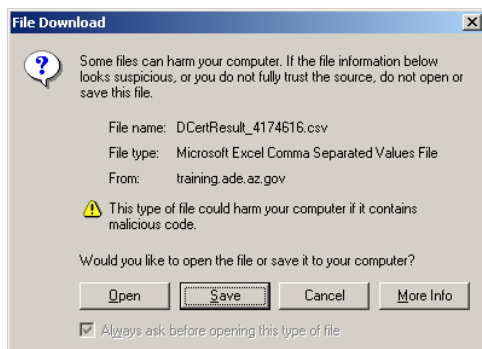
There are four possible results:

- 0 - indicates the student was either not located or not eligible.
- 1 - indicates the student was located and is eligible.
- 2 - indicates that the information was entered incorrectly. Make sure you entered the birthdate in the correct format.
- 3 - indicates that more than one record exists given the data submitted.
- 4 - indicates that the child exists in the DES case management system, but their case has not yet been approved.

d. Click Browse to locate the file you want.

e. Click the Upload File button to perform the match.

This screen will appear and you can either open the file or save it.



Option # 2 – SAIS ID Search Continued

MATCHING RESULTS

The matching results will appear:

- 0** - indicates the student was either not located or not eligible
- 1** - indicates the student was located and is eligible
- 2** - indicates that the information was entered incorrectly (birth date format)
- 3** - indicates that more than one record exists given the data submitted
- 4** - indicates the results are still in process, therefore, the student is **not** eligible to receive free meals through Direct Certification

SAISID	Matching Result	DES Decision Date
10101010	1	4/10/2004
2020202	4	N/A
3030303	1	3/15/1999
40404040	1	5/21/2003
5050505	4	N/A

Option # 3 – Using the State Match Method

The screenshot shows a web interface with two main tabs: "Direct Certification" and "Direct Verification". Under "Direct Certification", there are three sub-tabs: "Data Entry", "Upload File (Standard/SAIS ID's)", and "State Match". The "State Match" tab is highlighted with a green border and a callout line labeled 'a'. Below the tabs, the "Direct Certification State Match" section contains a paragraph explaining the process and a dropdown menu for selecting a sponsor. The dropdown menu is currently set to "Arizona Department of Education()" and is highlighted with a callout line labeled 'b'. Below the dropdown is a button labeled "Download State Matches", which is highlighted with a callout line labeled 'c'.

Direct Certification | **Direct Verification**

Data Entry | Upload File (Standard/SAIS ID's) | **State Match** | Case Search

[Help](#) [Log Off](#)

Direct Certification State Match

This option saves you time. It takes your enrolment records from the state-level, or master SAIS database and matches them to records in the DES eligibility database. The results file displays as a .csv file. You can copy this file into a spreadsheet program such as Microsoft Excel.

Select the sponsor for which you want to perform a State Match. All sponsors for which you have authority are listed in the dropdown.

Arizona Department of Education() ▾

Download State Matches

a. Click on the State Match tab.

b. Select the sponsor for which you would like to perform a State Match.

*Note: Eligibility results are given at the district level only see page 35 for detailed instructions on how to sort alphabetically by site or DES Decision Date.

c. Click the Download State Matches button.

Option # 3 Continued

MATCHING RESULTS

The number **1** listed in the “Matching Results” column indicates the student matched and is eligible.

The number **4** listed in the “Matching Results” column indicates that the DES application is still in process, therefore, the student is **not** eligible to receive free meals through Direct Certification until the number **1** is reported.

Student ID	Student SAISID	First Name	Last Name	DOB	Matching Result	School Name	District Name	DES Decision Date
111111	10101010	ALLISON	SMITH	1/2/1995	1	Sun Elementary	Washington Elem	4/30/2004
222222	2020202	BRANDON	JOHNSON	1/6/1991	4	Cactus Middle	Washington Elem	N/A
333333	3030303	DAVID	COOPER	11/4/1989	1	Desert High	Washington Elem	5/16/2004
444444	40404040	JOSEPH	JONES	3/15/1995	1	Sun Elementary	Washington Elem	10/5/2003
555555	5050505	MELISSA	TRUJILLO	5/19/1988	4	Desert High	Washington Elem	N/A
666666	6060606	RYAN	JACKSON	4/20/1996	1	Sun Elementary	Washington Elem	12/30/2003

Instructions on Sorting Data in Microsoft Excel

Sorting Initial Match Results

Upload File – Standard Format

After download is completed and the Match Results are in Excel use the following steps to sort the information per requirements on page 7.

- a. Select **Data** from the toolbar
- b. Click on **Sort** from the drop down menu
- c. In the Sort window sort the information by School Name, Last Name, First Name.
- d. Click on OK

Upload File – SAIS ID

After download is completed and the Match Results are in Excel use the following steps to sort the information per requirements on page 7.

- a. Select **Data** from the toolbar
- b. Click on **Sort** from the drop down menu
- c. In the Sort window sort the information by SAIS ID (descending), Matching Result (descending) and DES Decision Date.
- d. Click on OK

State Match

After download is completed and the Match Results are in Excel use the following steps to sort the information per requirements on page 7.

- a. Select **Data** from the toolbar
- b. Click on **Sort** from the drop down menu
- c. In the Sort window sort the information by School Name, Last Name, First Name.
- d. Click on OK

Sorting Multiple Match Results

Upload File – Standard Format

After download of additional matches is completed and the Match Results are in Excel, use the following steps to utilize the DES Decision Date as a tool to exclude ‘old’ information from previous uploads.

- a. Select **Data** from the toolbar
- b. Click on **Sort** from the drop down menu
- c. In the Sort window sort the information by, School Name, DES Decision Date (descending) and Last Name.
- d. Click on OK

Upload File – SAIS ID

After download of additional matches is completed and the Match Results are in Excel, use the following steps to utilize the DES Decision Date as a tool to exclude ‘old’ information from previous uploads.

- a. Select **Data** from the toolbar
- b. Click on **Sort** from the drop down menu
- c. In the Sort window sort the information by DES Decision Date (descending), SAIS ID (descending) and Matching Result (descending).
- d. Click on OK

State Match

After download of additional matches is completed and the Match Results are in Excel, use the following steps to utilize the DES Decision Date as a tool to exclude ‘old’ information from previous uploads.

- a. Select **Data** from the toolbar
- b. Click on **Sort** from the drop down menu
- c. In the Sort window sort the information by School Name, DES Decision Date (descending) and Last Name.
- d. Click on OK

Comparing Data from Multiple Match Results

Exclude all information from the previous match results by using the date the last match/upload was performed and the DES Decision Date as a sorting tool.

For example, if you conducted your initial match on 8/26/04, and you decided to conduct another match on 10/15/04, you would exclude all information that was noted on or before the initial date of 8/26/04. New matches that are generated may be placed in the free category.

Direct Verification

Direct Certification			Direct Verification		Help Log Off
Data Entry	Upload File (Standard/SAIS ID's)	State Match	Case Search		

Case Number Search

Direct Verification Case Number Search is a tool used to verify case number applications selected for verification. Please refer to the CNP Verification Manual for detailed instructions.

Frequently Asked Questions

1. When is the deadline for conducting a Direct Certification match?

All NSLP/SBP/SMP sponsors are required to conduct a district wide automated match to directly certify eligible children within the first 30 operating days of the current school year. A Direct Certification match may not be conducted prior to July 1st of the current school year, and may not be conducted more than 30 days prior to the first day of school.

2. Are School Food Authorities required to conduct additional State Matches throughout the school year?

No. Each Local Education Agency is required to complete only one district wide direct certification match per school year. State Match and Upload File results will report a DES Decision Date for each student. The DES Decision Date is a tool to assist LEAs in performing multiple uploads or State Matches throughout the school year. The DES Decision Date will provide a means to filter or sort match results to exclude 'old' information from previous state matches/uploads. **The LEA approval date is the day the LEA runs a Direct Certification match and receives confirmation of eligibility. The DES Decision Date may not be used as the first day of eligibility unless it falls on the same day as the LEA approval date.** If an LEA chooses to conduct additional matches, appropriate steps must be taken to ensure that students are updated accordingly.

3. The DES Decision Date reports that a student was eligible for free meals before the LEA conducted the match. The LEA has been claiming the student in the Reduced category. Can the LEA use the DES Decision Date to backdate and claim the meals as free even though the meals were served to the student prior to the match?

No. The LEA approval date is the day the LEA runs a Direct Certification match and receives confirmation of eligibility. The DES Decision Date may not be used as the first day of eligibility unless it falls on the same day as the LEA approval date.

4. Is verification of eligibility required for those children who have been certified under Direct Certification using State Match, Upload File or Data Entry?

No. A child's eligibility for free meals is based on documentation obtained from the DES database, therefore verification of eligibility is not required for these children.

5. Our school district attempted to run a State Match only to discover that the system did not yield any matches. What did we do wrong?

ADE's Direct Certification State Match is linked to both the Department of Economic Security (DES) and the Arizona Department of Education's Student Accountability Information System (SAIS). The State Match method matches those students in the DES database against those listed in SAIS and then generates a list of matches for the appropriate school district. All Local Education Agencies (LEAs) – school districts and charter holders – are required to submit student detail information to the SAIS database at the beginning of the each school year. If your district has not submitted their current year enrollment information, State Match will not yield any results. Please contact your district's SAIS Technology Coordinator to determine whether or not enrollment information has been submitted for the current school year.

NOTE: LEAs can determine the eligibility of their district prior to submitting SAIS enrollment information by utilizing Upload File – SAIS ID search.

6. What is SAIS?

The Student Accountability Information System (SAIS) is an administrative application that collects student detail information using the Internet. SAIS enables schools to electronically submit raw student and school data for data processing and reporting. SAIS provides essential information to educators, legislators and parents about the budgets, expenditures, and achievement levels of schools. All Local Education Agencies (LEAs) – school districts and charter holders – are required to submit student detail information to the SAIS database.

7. Our school is a BIA school and does not report enrollment information to SAIS. Are we still able to utilize the Direct Certification system?

Yes, however, you will not be able to utilize Option #3, the State Match method or Upload File – SAIS ID search. The State Match method of Direct Certification is dependent on the DES and SAIS databases to produce results. Upload File – SAIS ID search requires students' SAIS ID information that is only available to schools utilizing SAIS. BIA schools will need to directly certify eligible students via the Data Entry or Upload File-Standard Format method.

8. If a household submits an application with a Food Stamp, Cash Assistance or TANF case number and the child is not listed on the Direct Certification match results, how does the LEA certify the child?

Families who submit case number applications can be eligible for free meal benefits if the application is complete. The Child's Name, 8 digit or less case number, and household member signature must be present on the application. During the verification process, Food Stamp, Cash Assistance, and TANF and FDIPIR case number applications may be selected for verification. Food Stamp, Cash Assistance, and TANF case number applications selected can be verified through the Case Number Search without contacting the family. Please refer to CNP Verification Manual for detailed information.

9. When utilizing Data Entry or File Upload, the match results are yielding duplicate matches. How can we avoid duplicate matches?

Many LEAs encounter this problem when they attempt to match the eligibility information of students on less than five fields. For example, schools may enter the child's first name, last name, birth date, and the mother's name, but do not include the child's social security number when verifying eligibility. Attempting to match eligibility information on less than five fields has a greater potential of yielding inaccurate results and may often result in duplicate matches. To obtain the most accurate match results, it is recommended that the LEA use all five fields

10. What are the LEA's documentation requirements for Direct Certification?

Each Local Education Agency shall print a report that identifies those children directly certified via State Match. Similarly, a report must also be printed to indicate those children that are directly certified via File Upload (Standard Format/SAIS ID Search), and/or Data Entry. **Direct Certification match results and/or income applications of those students who have been directly certified shall be kept in a separate file from all other income applications.** Documentation of direct certification must be kept on file for three years following the last claim filed.

- 11. A household's income application indicates that their child is eligible for reduced-price meals, however, the Direct Certification match results indicate that the child is directly certified to receive free meals. Should we place the child in the free or reduced-price category?**

If the income information provided on a current application contradicts the direct certification results, the direct certification match shall override the income application. The determining official shall document on the income application that the child is directly certified.

- 12. May a parent refuse free meal benefits for their child?**

Yes. If a child is eligible to receive free meals via direct certification and the child's parent/guardian does not want their child to receive free meal benefits, they may choose to decline these benefits. If a household refuses the meal benefits, the LEA must discontinue the benefits immediately and document the refusal.

- 13. How is it possible that one child in a household matched and another child from the same household cannot be directly certified?**

DES enforces a Benefit Cap (BC) policy, which means the mother received benefits prior to having the child and her benefits were "capped." Therefore, any further children she has will not be eligible for benefits. An income application may be completed for those particular children.

It is possible the household did not enter the child's name on the DES application for Food Stamps or Cash Assistance or the LEA does not have the correct name/spelling of the child. If the child is missing on the DES application, it is the families' responsibility to contact DES and add the child to their DES application. The child must be placed in the paid category until they are matched or the family has the option of completing an income application.

- 14. If three children are in the household and only two show up as a match through the Direct Certification system, how do I certify the child that did not match?**

Siblings that do not show up as a match may be eligible for free/reduced meals, but an income application must be submitted by the family to determine eligibility. Documentation (i.e. Direct Certification match list, income applications) is required for all free/reduced eligible children. LEAs may not assume all children are eligible if one child in the household is directly certified.

- 15. Is Direct Certification required for Residential Child Care Institutions (RCCI)?**

RCCIs are required to directly certify children only if day students are attending the RCCI. The RCCI is responsible for conducting a match for the day students only.

Acceptable Use Policy

This appendix contains the complete text of the Acceptable Use Policy of the Arizona Department of Education as of 5/13/02.

Acceptable Use Policy

The following policy covers the use of electronic communication networks and computer-based administrative applications of the Arizona Department of Education (ADE). This policy applies to all personnel using these intranet, extranet, Internet, and administrative resources, including, but not limited to, officials and employees of schools, school districts, charter schools, and ADE.

Administrative applications may require the collection, storage, and transmission of sensitive, confidential, private, or proprietary information. Such information must be properly safeguarded at all times, and procedures to ensure its security must be adhered to. Such information should be accessible only to properly authorized personnel, and confidential or sensitive information must be securely encrypted during transmission over electronic communication networks.

Use of ADE electronic communication networks and computer-based administrative applications is limited exclusively to business related to ADE. Use for other purposes is not acceptable.

It is not acceptable to use ADE intranet, extranet, Internet, and administrative resources for any purposes, which violate U.S. or state laws. It is not acceptable to use these resources so as to interfere with or disrupt network users, services or equipment. Users agree to waive any claim and release ADE, its employees, and agents, from any claim, demand, liability, cause of action, or suit for damages arising out of use of ADE resources, including but not limited to any loss of stored data. Users understand and agree that each time they access ADE resources, they are bound by the terms of this agreement along with any changes or additions to this agreement and the terms of all ADE policies that are in effect at the time they access the system.

Use of ADE resources constitutes acceptance by the user of the terms of this agreement.

Ownership of Internet-Related systems

ADE Internet-related administrative application systems are the property of the Arizona Department of Education. They are to be used for business purposes in serving the interests of the ADE and its clients and in the course of normal operations.

Monitoring

ADE reserves the right to monitor all usage to ensure proper working order, appropriate use, the security of data, and to retrieve the contents of any user communication in these systems.

Security and Proprietary Information

Information contained on ADE's Internet-related systems may be either public information or non-public information. Users are required to take all necessary steps to prevent unauthorized access to or disclosure of non-public information.

Access and Authentication

Users are required to keep their passwords secure and unknown to all other persons and shall not share accounts. Authorized users are responsible for the security of their passwords and accounts. Passwords should be changed quarterly and should be at least 8 alphanumeric characters. All default passwords must be changed and all guest or anonymous accounts are prohibited. Authorized users should take steps to prevent unauthorized access to their accounts by logging off when their workstation will be unattended.

Restrictions and Prohibitions on Use and Access

Communications and Internet access should be conducted in a responsible and professional manner reflecting commitment to honest, ethical and non-discriminatory business practice. In furtherance of these goals the following restrictions and prohibitions apply:

Data security

Users must safeguard their logon ID and password from disclosure to any person. Users may not access a computer account that belongs to another user. Users must use their own logon ID and password only, are responsible for all activity on their logon ID, and must report any known or suspected compromise of their ID to ADE Network Administration.

Unauthorized attempts to circumvent data security schemes; identify or exploit security vulnerabilities; or decrypt secure data are prohibited.

Attempting to monitor, read, copy, change, delete, or tamper with another user's electronic communications, files or software without the express authorization of the user is prohibited.

Knowingly or recklessly running or installing (or causing another to run or install) a program (such as a "worm" or "virus") intended to damage or place an excessive load on a computer system or network is prohibited.

Forging the source of electronic communications, altering system data used to identify the source of messages or otherwise obscuring the origination of communications is fraud and is prohibited.

To promote the efficient use and to avoid misuse of Internet-related systems, a copy of this policy statement will be distributed to and must be accepted by all users. Users are required to familiarize themselves with the contents of this statement.

ADE is responsible for protecting users and the system from abuses of this policy. Pursuant to this duty, the system administrator(s) may take any of the following actions reasonably appropriate to the nature of the offense:

Temporary reduction or suspension of computer system privileges.

Referral to the offending user's supervisor.

Permanent access revocation.

For misuse amounting to criminal behavior, referral to appropriate law enforcement agencies.

The ADE as necessary may review sanctions. Alleged violations will be reviewed on a case-by-case basis.

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To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.